

Development
2000 Forest Ridge Drive, Bldg. B
Bedford, Texas 76021
Phone: 817-952-2140 Fax: 817-952-2211

Certificate of Occupancy Information

All businesses in Bedford must have a Certificate of Occupancy. This includes new businesses, business name changes, new location of businesses, or expansion of businesses.

New Business, Expansion, Owner Change, Name Change:

- ☐ Apply at City of Bedford for a Certificate of Occupancy permit.
 - ✓ \$60.00 for Certificate (no utilities)
 - ✓ \$60.00 for Fire Marshal inspection fee
 - ✓ \$63.00 for Reconnect/Release to Utility Provider. **Tenant must contact utility provider.*
 - ✓ **\$183.00** Total for all of the above

***You must call and apply for service (electric/ gas) with a utility provider. If you do not make application with a provider, the utility could be terminated. The utility provider's application is valid for 20 days. Please attempt to complete the Certificate of Occupancy process within that 20 day time period to avoid expiration of the utility provider's application.**

If you will be collecting Sales Tax a copy of your "Texas Sales and Use Permit" **must be submitted with your application.**

- ☐ Once your Certificate of Occupancy application is approved by our Building Official, we will contact you to come into our office to sign and obtain your permit. Permit fees are due at that time.
- ☐ You will be required to schedule an inspection with the Building Officials office, the Fire Marshal's office and the Tarrant County Public Health Department (if applicable, such as a food establishment). **Note: All furniture and fixtures must be in place prior to the inspection.**
- ☐ If an inspection is denied for any reason, it will be your responsibility to contact the appropriate department such as the Building Inspection office and/or the Fire Marshal's office to schedule a re-inspection. You must make application with each utility company to establish utility service in your name.
- ☐ **All inspections from the Building Officials office, Fire Marshal's office and the Tarrant County Public Health Department (if applicable) must be approved before operating the business.**
- ☐ We will provide you a copy of the inspection report for your records that indicates approval or denial.
- ☐ After all inspections are complete, the permanent Certificate of Occupancy will be processed. You will need to let us know if we can mail your certificate to you, or if you prefer to pick it up.

Important Numbers:

Building Dept. (Inspection Request)	817.952.2155	Planning and Zoning	817.952.2125
Fire Dept. (Inspection Request)	817.952.2500	Economic Development	817.952.2169
Building Permits Office	817.952.2140	Tarrant County Public Health Dept.	817.321.4980
Public Works Department	817.952.2200	Tarrant County Tax Assessor	817.884.1100

NOTE: All banner, portable signs, and permanent signs require a permit.